

PS-08.04, "Library Services," March 1, 2010

## SCDC POLICY/PROCEDURE

Change 1 to PS-08.04: 12; Attachment A

NUMBER:PS-08.04

TITLE: LIBRARY SERVICES

ISSUE DATE: MARCH 1, 2010

RESPONSIBLE AUTHORITY:DIVISION OF EDUCATIONAL SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: PS-08.04 (June 1, 2004); (August 1, 2001)

RELEVANT SCDC FORMS/SUPPLIES:E-1, E-3, E-13, 19-11, 19-26, 21-20

ACA/CAC STANDARDS:3-4257, 3-4420, 3-4447, 3-4448, 3-4449, 3-4450, 3-4451, 3-4452, 3-4453

STATE/FEDERAL STATUTES:NONE

PURPOSE:To provide guidance for the administration of SCDC institutional and satellite libraries.

POLICY STATEMENT:The SCDC will provide library materials and services that provide inmates with the opportunity to increase their academic skills, allow for personal development, and engage in recreational reading.

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### SPECIFIC PROCEDURES:

#### 1. RESPONSIBILITIES:

1.1 The Division Director of Educational Services will ensure that the Agency maintains and/or provides access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and a plan for the continuous acquisition of materials to meet the needs of Agency staff and inmates. (3-4447)

1.2 The Agency will employ a qualified Media Specialist who will possess a master's degree in library services or a bachelor's degree in library services with significant relevant experience, who is responsible for training the satellite institutions' Media Assistants.(3-4449)

1.3 The Media Specialist will be responsible for:

1.3.1 Serving as an active member of the Agency Library Advisory Council;

1.3.2 Maintaining budget information for the Library Services Branch and supervising the requisition of library materials in accordance with Agency policies/procedures related to procurement of goods and services;

1.3.3 Acting as a liaison between the Agency and the State Library and other pertinent state and federal agencies, to include supervising and coordinating services provided by the State Library Interlibrary Loan Program; (3-4451) 1.3.4 Providing supervision to the operation of satellite libraries to include cataloging and processing materials; and (3-4448)

1.3.5 Preparing and submitting grant proposals in accordance with SCDC Policy/Procedure ADM-15.09, "Grant Development and Management."

1.4 The Agency Library Advisory Council will be comprised of the four (4) Media Specialists/Designees. The Media Specialists/Designees on the committee will be assigned by the Division Director of Educational Services/Designee. Minutes of committee meetings will be taken and distributed to other Media Specialists /Designees.

1.5 The Agency Library Advisory Council will be responsible for:

1.5.1 Soliciting suggestions from staff and inmates on materials selected for the library;

1.5.2 Assisting the Division of Educational Services/Designee in the review of materials to be placed in SCDC libraries; (These guidelines will be outlined in the Media Center Handbook and distributed to the other institutions within the Agency); and

1.5.3 Providing guidance and advice to the Division Director of Educational Services on the operation of library services within the Agency.

1.6 In institutions that do not have a certified Media Specialist, Wardens/Designees will assign a staff member who will be responsible for the library operations (within their own institution). This Media Assistant will be provided training in library services by a Media Specialist.

1.7 Under the supervision of the Division Director of Educational Services/Designee, Media Specialists and Media Assistants will be responsible for:

1.7.1 Providing library orientation for all new inmates;

1.7.2 Issuing SCDC Supply E-13, "Library Card," to inmates;

1.7.3 Providing assistance and service to all interested inmates such as, but not limited to: reading programs, book lists, book clubs, book reviews, book requests, reference assistance, subject searches, and recommendations;

1.7.4 Providing library services to inmates housed in Special Management Units (SMU), Maximum Security Unit (MSU), Death Row (DR), or other administrative segregation housing pursuant to policies/procedures relating to these housing units; (3-4257)

1.7.5 Providing for the selection, training, and use of inmates as Library Assistants; and

1.7.6 Preparing and submitting monthly and quarterly statistical reports for submission to the Division Director of Educational Services/Designee.

1.8 The School Leader/Designee will be responsible for:

1.8.1 Providing supervision to Media Specialist/Designee and Media Assistants/Designees, to include planning stage and evaluation under the Employee Performance Management System (EPMS);

1.8.2 Ensuring that Media Specialists' sick leave, annual leave, and daily attendance are recorded pursuant to SCDC Policy/Procedure ADM-11.08, "Employee Leave";

1.8.3 Coordinating the library program with the overall institutional operation;

1.8.4 Reviewing and approving requisitions of new library materials;

1.8.5 Assisting the Media Specialists/Designees in areas related to safety and security; and

1.8.6 Assisting the Media Specialists/Designees in efforts to minimize the loss of materials from the library.

## 2. SELECTING AND ORDERING LIBRARY MATERIALS:

2.1 Each institutional Media Specialist/Designee will be notified annually of the projected level of funding available for the fiscal year.

2.2 After surveying the needs of his/her library, the institutional Media Specialist/Designee will prepare SCDC Form 21-20, "Requisition Record."

2.3 Requisitions will be reviewed and approved by the School Leader/Designee.

2.4 Requisitions will be forwarded to the Division Director of Educational Services/Designee.

2.5 Requisitions will then be processed by the Division of Educational Services as prescribed by Agency procurement policies/procedures.

2.6 Upon receipt of new materials and prior to placing them in circulation, the institutional librarian will review the items utilizing criteria outlined in Procedure 2.10, below, and the guidelines approved by the Agency Library Advisory Council. The institutional Library Advisory Council will assist with this review. Materials inappropriate for the inmate population will not be placed in circulation.

2.7 The Division Director of Educational Services/Designee will be contacted for guidance in the disposition of questionable materials.

2.8 The selection of library materials will represent, where possible, the widest available range of cultural, political, ethnic, religious, and social viewpoints. Where institutional safety and security are an issue, Wardens or their designees will have final approval authority on all library materials.

2.9 Library materials should address the educational, informational, and recreational needs of inmates.

2.10 The selection of materials will be based upon the following criteria:

- Potential for security risk;
- Educational value;
- Readability/reading level;
- Need, cost, and potential for use; and
- Validity, accuracy, objectivity, and appropriateness of material. (3-4420, 3-4450)

### 3. LIBRARY HOURS:

3.1 Each institutional library will be required to be open 37.5 hours per week. Library services will be available daily. Each week's schedule will include two (2) nights per week for a total of six (6) hours and may include weekend hours if staffing permits. The night and weekend hours will be a part of the 37.5 hours, not an addition. An appropriate library schedule will be proposed by the institutional Media Specialist and approved by Division Director of Educational Services and the institutional Warden. (3-4420, 3-4452)

3.2 The hours of the operation of the library will be clearly posted.

### 4. USE OF LIBRARY/CHECKING OUT BOOKS:

4.1 An inmate will check out books at the circulation desk by recording his/her name and SCDC inmate number on the circulation card contained in the back of the book. The required return date will be stamped on the card and on the book. Books will be checked out for seven (7) days. The circulation card will be filed.

4.2 To check out a book, the inmate must have a library card on file in the library.

4.3 No more than three (3) books may be checked out at a time. At the librarian's discretion, the number of books checked out may be limited to two (2) or one (1) book at a time.

4.4 All reference materials, magazines, newspapers, and materials from non-SCDC libraries must be utilized in the library and cannot be checked out.

NOTE: Inmates who cannot visit the library because of their custody level, medical restrictions, or other reasons will complete SCDC Supply E-3, "Book Request" to request library books. These inmates will only be allowed the number of books specified by SCDC procedures specific to that custody level. If no SCDC procedures exist to limit the quantity of books, the inmate may be allowed to request and receive three [3] books. [Refer to SCDC procedures pertaining to Classification, Special Management Units, Maximum Security Unit, Death Row, and Health Services for additional guidance.] (3-4257)

## 5. SUSPENSION OF LIBRARY PRIVILEGES/DISCIPLINARY ACTIONS:

5.1 Inmates who abuse their library privileges in any manner may be suspended from using the library.

5.1.1 Inmates who commit disciplinary infractions that relate to their use of the library will have their library privileges suspended until their disciplinarys are resolved.

5.1.2 Disciplinary related matters will be handled in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

5.2 To suspend an inmate, the Media Specialist/Designee will send a memo through the School Leader/Designee to the Warden or designee outlining the need and reason for the suspension.

5.3 The length of the suspension will be based on the severity of the problem as determined by the Media Specialist/Designee, the School Leader/Designee, and the Warden or designee and indicated on the suspension memo.

5.4 If the Warden or designee concurs with the suspension, he/she will note his/her approval at the bottom of the memo.

5.5 The inmate will be provided written notice of his/her suspension. The suspension memo, approved by the Warden or designee, may be used for this notification.

5.6 The suspension will be documented in the inmate's institutional file.

5.7 If the inmate is transferred to another institution, the suspension will remain in effect.

5.8 When a suspended inmate is transferred, the Media Specialist/Designee from the transferring institution will notify the Media Specialist/Designee at the receiving institution of suspended library privileges. This notification will be made by phone with written notification to follow within two (2) weeks.

5.9 Inmates access to law materials will not be affected by provisions of this section, but will be determined by procedures outlined in SCDC Policy/Procedure GA-01.03, "Inmate Access to the Courts."

5.10 Inmates who wish to have library privileges reinstated may submit an SCDC Form 19-11, "Request to Staff Member," to the Media Specialist/Designee. The Media Specialist/Designee will recommend approval or disapproval and submit the Form 19-11 to the School Leader or designee for review and to the Warden for final approval or disapproval.

#### 6. REIMBURSEMENT FOR DAMAGED/UNRETURNED MATERIALS, TO INCLUDE TEXTBOOKS:

6.1 An inmate who has checked out materials (books, textbooks) from the library and failed to return the materials in their original condition will not be allowed to check out additional materials unless s/he reimburses the state for the unreturned or damaged material. Inmates who fail to return the book(s) by the required date will be sent SCDC Supply E-1, "Book Due." (See SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates," for information on the procedures for reimbursement.)

6.2 If an inmate who owes money for lost or stolen library materials (textbooks) transfers to another institution, the Media Specialist/Designee who charged the inmate will be responsible for notifying the Media Specialist/Designee at the inmate's new institution of the charges. The Media Specialist/Designee at the inmates new institution will be responsible for processing paperwork to recoup costs for damages.

6.3 When a restricted inmate is transferred, the Media Specialist/Designee from the transferring institution will notify the Media Specialist/Designee at the receiving institution of restrictions. This notification will be made by phone with written notification to follow within two (2) weeks.

#### 7. TRANSFERRED OR RELEASED INMATES:

7.1 Whenever feasible, notification of inmates to be released or transferred will be made to the Media Specialist/Designee prior to the release or transfer in order to allow for recovery of library materials. If prior notification is not feasible due to security reasons, notification should be made as soon as possible.

7.2 SCDC Form 19-26, "Inmate Clearance/Exit Checklist," will be utilized to provide for recovery of state property and to meet the notification requirement in 7.1.

7.3 Officers and staff transferring inmates will use every means available to ensure that materials checked out from the library are returned.

## 8. INMATE LIBRARY CLERKS:

8.1 Qualified, eligible inmates may be used as library clerks. They will be carefully screened and supervised by the Media Specialist/Designee and School Leader or designee and provided appropriate training to ensure optimum effectiveness.

8.2 A file will be maintained on each library clerk that includes a description of duties and documentation of training. (3-4453)

## 9. LAW LIBRARIES:

9.1 The operation of law libraries will be guided by SCDC Policy/Procedure GA-01.03, "Inmate Access to the Courts."

9.2 The Division Director of Educational Services/Designee will ensure that an annual inventory of Law Library holdings is provided to the Office of General Counsel.

## 10. DISPOSAL OF LIBRARY MATERIALS:

10.1 At least quarterly, the Media Specialist/Designee will evaluate the library collection and remove materials that are in poor physical condition, outdated, or not used by the inmate population as measured by lack of circulation.

10.2 Library materials that are removed from the permanent collection and their appropriate catalogue cards will be returned to the Division Director of Educational Services/Designee for redistribution or recycling.

## 11. GIFTS OF LIBRARY MATERIALS:

11.1 Free library materials will be accepted from outside sources by the institutional Media Specialist/Designee or the Division Director of Educational Services/Designee with the understanding that if the material cannot be placed in SCDC libraries, it will be disposed of in an appropriate manner. Upon request the donor will be provided a written acknowledgement for the donation.

11.2 Institutional Media Specialist/Designee and those responsible for satellite libraries will not accept donated books or other materials from inmate family members.

11.3 Donated materials will be reviewed for appropriateness by the institutional Media Specialist/Designee, the Agency Division Director of Education Services/Designee, or the institutional Library Advisory Council in the same way that purchased materials are evaluated.



## 12. Management of Library Videos Management of Videos:

12.1 The Division Director of Educational Services/Designee will be responsible for the approval of videos considered for purchase by Library Services. Procedures outlined in section 2, above, will also be followed. The education staff will be consulted for suggestions.

12.2 ~~The Division Director of Educational Services/Designee will ensure that procedures are established for the efficient scheduling and distribution of library videocassettes amongst institutions. The education staff must request all videos through the Media Specialist/Designee.~~ Attachment A must be completed before showing any video in SCDC. All videos shown must comply with copyright laws and requires adherence to these educational guidelines:

1. Programs are curriculum supported.
2. Used in face-to-face instruction.
3. Videos shown for motivation, rewards, filler or entertainment (non-instructional purposes) is a violation.

~~12.3 All videos shown must comply with copyright laws and requires adherence to these educational guidelines:~~

- ~~1. Programs are curriculum supported.~~
- ~~2. Used in face-to-face instruction.~~
- ~~3. Videos shown for motivation, rewards, filler or entertainment (non-instructional purposes) is a violation.~~

~~NOTE: Instructors should note in the required lesson plan the title and educational purpose of any videos to be used to ensure compliance with copyright laws. The Video Approval Form Attachment A must be completed in its entirety and submitted to the Associate Warden, or Designee for approval. The approved form is then sent to the oversight Media Specialist for the region.~~

NOTE: Attachment A must be completed before showing the video and kept as a part of the institutional program review files (area #7) with sample essays/poems or a written summary by the instructor detailing the discussion following the video.

~~12.4~~ 12.3 Personally owned, rented, or loaned videocassettes will not be shown in any SCDC facility. All approved videos should be stored in the Media Center. Videos being shown for Character Development must come from the approved list. This list is available upon request from the Division of Education. Annually, the Division of Operations will update the approved list. (Amended by Change 1, dated September 21, 2010.)

### 13. DEFINITIONS:

School Leader refers to the person who oversees all school operations.

Institutional Library refers to a library which is supervised by a full-time Media Specialist/Designee, and which provides a full range of services to inmates as detailed in this procedure.

Satellite Library refers to a library which is without a full-time Media Specialist/Designee, and which provides a limited range of services to inmates as detailed in this procedure. These libraries are located at institutions without a full-time Media Specialist/Designee and operate under the guidance of the Oversight Principal and an institutional staff member who provides oversight in addition to other duties.

SIGNATURE ON FILE

—

s/Jon Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
DIVISION OF EDUCATIONAL SERVICES

VIDEO APPROVAL FORM

This form must be completed before showing the video and kept as a part of the institutional program review files (area #7) with sample essays/poems or a written summary by the instructor detailing the discussion following the video.

The copyright law concerning the legal use of videos requires that educational guidelines be followed:

1. Programs are curriculum supported
2. Used in face-to-face instruction
3. Videos shown for motivation, rewards, filler, or entertainment (non-instructional purposes) is a violation of the copyright law

Instructor (person showing the video) should note in the lesson plan below the title and educational purpose of any videos to be used. This ensures compliance with the copyright laws. Videos being used for character development must come from SCDC 's approved list.

Local Character Council (LCC) Chairpersons have been given this list.

Institution/School\_\_\_\_\_

Date of Showing\_\_\_\_\_

I have previewed this video: Yes \_\_\_\_ No \_\_\_\_

I certify that the showing of this video complies with the guidelines listed above.

If the showing of this program constitutes a copyright violation, the instructor will assume full responsibility.

Instructor's Signature\_\_\_\_\_ Phone#:\_\_\_\_\_ Date:

\_\_\_\_\_

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Lesson Plan

Title of Video:\_\_\_\_\_ Copyright

Year\_\_\_\_\_

Educational Purpose:\_\_\_\_\_

1. Objectives: The student will:

Increase knowledge in the area of \_\_\_\_\_

Improve a social skill (character trait) in the area of \_\_\_\_\_

2. Re-enforcement Activity:

A. \_\_\_ Discussion

B. \_\_\_ Written Essay

C. \_\_\_ Other (please specify) \_\_\_\_\_

Attachment A

~~SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
DIVISION OF EDUCATIONAL SERVICES~~

~~VIDEO APPROVAL FORM~~

~~The copyright law concerning the legal use of videos requires that educational guidelines be followed:~~

~~1. Programs are curriculum supported~~

~~2. Used in face-to-face instruction~~

~~3. Videos shown for motivation, rewards, filler, or entertainment (non-instructional purposes) is a violation of the copyright law Instructors should note in the lesson plan below the title and educational purpose of any videos to be used. This ensures compliance with the copyright laws:~~

~~Institution/School \_\_\_\_\_~~

~~Date of Showing \_\_\_\_\_~~

~~I have previewed this video: Yes \_\_\_\_\_ No \_\_\_\_\_~~

~~I certify that this video is being used for instructional purposes to be shown in a classroom or similar place~~

devoted to instruction.

If the showing of this program constitutes a copyright violation, the instructor will assume full responsibility and all penalties as a result of the violation.

Instructor's Signature \_\_\_\_\_ Phone#: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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Lesson Plan Title of Video: \_\_\_\_\_ Copyright \_\_\_\_\_

Year \_\_\_\_\_ Educational \_\_\_\_\_

Purpose: \_\_\_\_\_

—1. Objectives: The student will:—

—Increase knowledge in the area of \_\_\_\_\_

—Improve a social skill (character trait) in the area of \_\_\_\_\_

—2. Re-enforcement Activity:—

—A. \_\_\_\_\_ Discussion—

—B. \_\_\_\_\_ Written Essay—

—C. \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Videos that accompany the following programs are approved for viewing:

- Impact of Crime—
- Transforming Lives Network (TLN)—
- Vocational Training/Safety—
- Character Education—

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SOUTH CAROLINA DEPARTMENT OF CORRECTIONS—  
DIVISION OF EDUCATIONAL SERVICES

VIDEO APPROVAL FORM

After the Associate Warden and school leader approve the request, the form should be sent to the oversight Media Specialist for that region as listed below.

Approval Signatures:

Assoc. Warden/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

School Leader/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

~~School Leaders/Media Specialists Assigned by Regions~~

<p>Appalachian Region #1</p> <p>School Leader Tyger River CI (803) 896-3527</p> <p>Media Specialist Tyger River CI (803) 896-3501</p>	<p>Midlands Region #2</p> <p>School Leader Trenton (803) 896-3044</p> <p>Media Specialist (Camille Graham) (803) 896-1289</p>
<p>Tyger River High School</p> <p>Perry CI</p> <p>McCormick CI</p> <p>Livesay CI</p> <p>Leath CI</p> <p>Catawba Pre-Release</p>	<p>Lower Savannah Pre-Release</p> <p>Sara A. Babb High School</p> <p>Stevenson High School</p> <p>Goodman CI</p> <p>Broad River CI</p> <p>Kirkland CI</p> <p>Manning CI</p> <p>Walden CI</p> <p>Watkins Pre-Release</p> <p>Campbell Pre-Release</p>
<p>Coastal Region #3</p> <p>School Leader Ridgeland CI (803) 896-3252</p> <p>Media Specialist Trenton (803) 896-3046</p>	<p>Eastern Region #4</p> <p>School Leader Turbeville (803) 896-3178</p> <p>Media Specialist Turbeville (803) 896-3178</p>
<p>Ridgeland High School</p> <p>Allendale CI</p> <p>MacDougall High School</p> <p>Lieber CI</p> <p>Coastal Pre-Release</p> <p>Trenton High School</p>	<p>Turbeville High School</p> <p>Wateree High School</p> <p>Lee High School</p> <p>Kershaw CI</p> <p>Evans CI</p> <p>Palmer Pre-Release</p>

~~—All videos should be stored in the Media Center.~~